

**LUCY ROBBINS WELLES LIBRARY
BOARD OF TRUSTEES MEETING
APRIL 7, 2014**

BOARD MEMBERS IN ATTENDANCE

Paul Crosswaith, Dennis Doyle, Anna Eddy, Judy Igielski, Iris Larsson, Maureen O'Connor Lyons, LeeAnn Manke, Kris Nasinnyk, Tony Palermino, Pam Raynock, Neil Ryan, Diane Stamm

BOARD MEMBERS ABSENT

Patty Foley, Pauline Kruk, Ellen Vessella

STAFF

Lisa Masten, Library Director
Karen Benner, Assistant Library Director
Gail Whitney, Secretary for the Board

TOWN COUNCIL LIAISONS

David Nagel

TOWN COUNCIL LIAISONS ABSENT

Clarke Castelle

FRIENDS

Philip DesJardins

CALL TO ORDER

The meeting was called to order by Anna Eddy at 6:58 PM.

I. ROLL CALL

II. PUBLIC PARTICIPATION

David reported that the Town Council will vote on the final budget on Tuesday, April 8th. He was happy to report that any cuts to the Library's budget have been restored. He does not know about cuts to the overall budget. As far as he knows the budget will have a 3.4% increase with a 1.14 mill rate.

III. SECRETARY'S REPORT/COMMUNICATIONS

Judy told everyone she was happy to be back and thanked them for their get well wishes.

IV. APPROVAL OF MINUTES

Anna stated on page four under Budget the second sentence should end after the word "etc." and remove the statement "the remaining \$5,000 would have to cut 15 Sundays." **MOTION: Maureen O'Connor Lyons made a motion to accept the minutes of March 10, 2014 as**

amended, Diane Stamm seconded the motion, all were in favor, and the motion to accept the minutes of March 10, 2014 as amended was approved with a 10-0 vote; Neil Ryan and Judy Igielski abstained as they were not in attendance at the March meeting.

V. REVIEW OF ANNUAL ACTIVITIES CALENDAR

April's update includes race checks from the Trustees, the Volunteer Appreciation Breakfast on April 24th which will have a 1939 theme, National Library week April 14-18, Nominating Committee distributed ballots for corporate appointees, and Farmington Bank's Simply Swing on April 27th.

VI. TREASURER'S REPORT

Iris reported that Keeney's check for the 5K Race has been received, and she has been receiving race checks from the Trustees.

VII. LIBRARY DIRECTOR'S REPORT

Lisa distributed a map of Connecticut showing the towns that are part of the consortium. Patrons are able to see catalogues from these towns. Karen and Lisa participated in a webinar through the Public Library Association; supervisors and department heads are able to use the information that they received from this webinar. Lisa has been asked to serve on the interview panel for the new Wethersfield Library Director; this will take place on April 16th. Diane Durette will be out on medical leave for three weeks. Lisa will be on vacation April 9th through 16th. Money Week is presently taking place; a program on Identity Protection is being held this evening. On April 10th there will be a program on Retirement Has Changed: What's Your Next Move. On April 16th at 6:30 PM Johnson Brunetti will hold on program on Retirement S.O.S. The Simply Swing concert is scheduled for April 27th at 2:00 PM.

VIII. ASSISTANT LIBRARY DIRECTOR'S REPORT

Karen reported staff is presently training on the new library system. Jeannette Mercure and Sue Schneider attended training and are able to give an overview to all department heads. The new library system is scheduled to go live on June 2nd. Laptops will be set up for staff to assist patrons on the new system. The new teen librarian position has been filled and the applicant will start on April 28th pending a background check. The part time reference technician position has been posted and 28 applications have been received; interviews will begin next week. The CLA Conference is scheduled for April 28th and 29th at the Crowne Plaza in Cromwell. Karen was asked to serve on an interview panel for two part time librarian positions at the Bloomfield Library.

IX. FRIENDS OF THE LIBRARY

Phil DesJardins reported that the Book Sale is scheduled for May 2, 3, and 4.

X. COMMITTEE REPORTS

A. PEP (Planning, Evaluation, Policy)

Judy stated there was no report; she will update the committee description for Kris.

B. Investment Committee

Neil reported that a meeting has been scheduled for April 23rd at 7:00 PM with Carol Pekarul.

C. House Committee

1. House Committee Update

Diane reported that she has been playing phone tag with a friend of Phil DesJardin's who is interested in the table. This person works at HARC; Diane is not sure if they want the table as a donation or are willing to pay for it. Orange cones have been placed on the sidewalks due to heaving. Parks & Grounds are waiting to see if the warm weather will fix this heaving or if repairs have to be done.

D. Facility and Site

1. Long Range Plan Update

Maureen stated that she has been reviewing Tony's notes and changes to the Long Range Plan. She hopes to have a meeting next week to put together a final document for the Board's approval at the next meeting.

E. Fund Development/Legacy Society

1. Legacy Society Program on Estate Planning – April 16th

Pauline was not in attendance. The program on April 16th will be held from 6:30 – 8:00 PM and registration is required.

F. Budget

1. Budget Update

Tony stated there is no report. Anna and Diane attended the Town Council meeting last week and thanked them for listening to their comments about the Library's budget.

G. Technology

Paul had no report.

H. Nominating Committee

Forms were distributed to the corporate members to see what offices they want to apply for. These forms need to be completed within the next 30-60 days before the Library Board breaks for the summer. The Nominating Committee will report the slate of officers to the Board at a meeting prior to the annual meeting in September.

XI. OLD BUSINESS

A. Town Hall Renovations Project Building Meetings

David stated that the Garfield Street parking lot issue is being discussed with regard to some reconfiguration, Garfield Street will not be realigned, and the entrance to the Town Hall will remain the same. Dennis asked David to keep a watch on any discussion about reopening Cedar Street which would be a huge safety concern.

B. Race 2014 – May 18th

The Race Committee met tonight, and everything is moving along. The Race is scheduled for Sunday, May 18th. A check has been received from Keeney.

C. 75th Anniversary

Maureen reported that things are moving along with the 75th Anniversary. The Library had a booth at the Newington Chamber's Home and Business Showcase with a really nice display board and information on the 750 Club, Stack The Racks, and ongoing programs. She thanked Lisa and her staff for helping with the give-a-ways. These give-a-ways will be distributed at the Simply Swing Concert, the Extravaganza, and the Annual Meeting. The cost of these give-a-ways is \$1,300; the \$3,000 cost of the author will be split with funds from the Library. **MOTION: LeeAnn Manke made a motion to allocate \$1,300 for the give-a-ways, and \$1,500 for the author, Iris Larsson seconded the motion, all were in favor, and the motion passed unanimously with a 12-0 vote.** Maureen distributed flyers on the 75th Anniversary, and a bookmark. Iris suggested finding someone who is 80 years or older to see if they have any memories of the Library. The website has a link for the 75th Anniversary. Maureen distributed an example of what the banner will look like to go across Market Square. This banner will have a removable Velcro panel for future programs.

D. Simply Swing Concert – April 27th

Farmington Bank is sponsoring the Simply Swing Concert on April 27th at 2:00 PM.

XII. NEW BUSINESS

There was no New Business.

XII. PUBLIC PARTICIPATION

There was no Public Participation.

XIII. ADJOURNMENT

MOTION: Kris Nasinnyk made a motion to adjourn the meeting, Iris Larsson seconded the motion, all were in favor, and the motion passed unanimously with a 12-0 vote at 7:52 PM.